
Coppell ISD
STUDENT/PARENT COMPLAINT FORM – LEVEL TWO

To file a formal appeal of a Level One decision, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the appropriate administrator within the timeline established in FNG (Local). All complaints will be heard in accordance with FNG (Legal) and (Local) or any exceptions outlined therein.

1. Petitioner's Name: _____

2. Address: _____
City, State, and Zip: _____
Telephone #: _____

3. Campus/Grade Level: _____

4. If you will be represented in presenting your appeal, please identify the person representing you.
Name: _____
Address: _____
Phone: _____ Email: _____

5. Who held the Level One Conference? _____
Date of Conference: _____
Date you received a response to the Level One conference: _____

6. Please explain specifically how you disagree with the outcome at Level One.

7. Attach a copy of your original Level One complaint and any documentation submitted at Level One.

8. Attach a copy of the Level One response being appealed, if applicable.